

**To:** Botkin, Trish[Botkin.Trish@epa.gov]  
**From:** Portillos, Christine  
**Sent:** Mon 8/17/2015 6:41:00 PM  
**Subject:** RE: Concur

She does keep in mind you all are still assigned to your particular groups if we need assistance then I will let you know. She can do the TV.

Christine Portillos

U.S. EPA, R8, TMS

Budget and Financial Operations Unit (BFOU)

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[portillos.christine@epa.gov](mailto:portillos.christine@epa.gov)

**From:** Botkin, Trish  
**Sent:** Monday, August 17, 2015 12:38 PM  
**To:** Portillos, Christine  
**Subject:** RE: Concur

Francie brought down Deb McKean's receipts to prepare her voucher for the Gold King Mine for one of use to do. She just took it back because she heard from Phillip. He told her that she needed to prepare the voucher.

Emily and I are in the office today. Lynn is teleworking. Stephanie and Dan are on leave.

Trish Botkin | Financial Technician | US EPA Region 8 | TMS |Financial Operations Team |

Budget and Financial Operations Unit (BFOU) | 303.312.6170

**From:** Portillos, Christine  
**Sent:** Monday, August 17, 2015 11:56 AM  
**To:** Botkin, Trish  
**Subject:** RE: Concur

What do you mean?

Please ensure the accounting is correct. If not do not do the voucher.....if it's incorrect let me know.. Please let me know who is in the office in our group...I may need assistance need to know what I have to work with.

Christine Portillos

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**From:** Botkin, Trish  
**Sent:** Monday, August 17, 2015 11:12 AM

**To:** Portillos, Christine  
**Subject:** RE: Concur

Christine,

Francie gave me Deb's voucher. Do you want me to do it? Also, if any more vouchers are submitted for Gold King or EPR in general, what should I do with them?

Trish Botkin | Financial Technician | US EPA Region 8 | TMS | Financial Operations Team |

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**From:** Portillos, Christine  
**Sent:** Monday, August 17, 2015 10:56 AM  
**To:** MacDonald, Frances; Sudduth, CarlettaLynn; Werner, Phillip; Bruinsma, Daniel; Botkin, Trish  
**Cc:** Wieber, John; McKean, Deborah  
**Subject:** RE: Concur

He's been added however, because the TA doesn't have Wieber on it I may have to go in and edit the voucher to update the profile. Once you create the TV let me know so I can edit it before she signs it.

Christine Portillos

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**From:** MacDonald, Frances

**Sent:** Monday, August 17, 2015 10:25 AM

**To:** Sudduth, CarlettaLynn; Werner, Phillip; Portillos, Christine; Bruinsma, Daniel; Botkin, Trish

**Cc:** Wieber, John; McKean, Deborah

**Subject:** Concur

John Wieber needs to be added to Deb McKean's TA and Vouchers as an approver. Can someone please do this?

Thank-you

Francie

312-6708